

STATE LIBRARY OF MASSACHUSETTS

ANNUAL REPORT

FOR

FISCAL YEAR 1993

JULY 1992 - JUNE 1993

Annual Report of the Board of Trustees

To the Governor and to the Honorable Senate and House of Representatives in
General Court assembled:

The Trustees of the State Library make this their eighty-third annual report for the
fiscal year ending June 30, 1993, under provisions of Chapter 5, Section 37, of the
General Laws (Tercentenary Edition).

Trustees of the State Library
July 1, 1992-June 30, 1993

By Virtue of State Office Held:

William M. Bulger

President of the Senate

Designee:

Charles F. Flaherty

Speaker of the House of

Representatives

Designee: Representative Marie J. Parente

Michael Joseph Connolly

The State Secretary

Designee: Dr. Albert H. Whitaker, Jr.

Appointed by the Governor:

Date of Appointment

Frances Burke

87 Ardale Street, Roslindale, MA 02131

January 14, 1982

Andrea Gordon

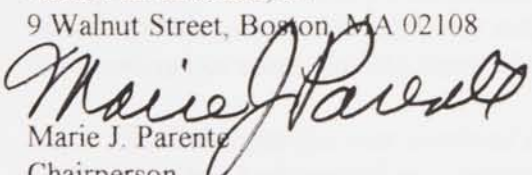
163 Gun Hill Street, Milton, MA 02186

June 1, 1991

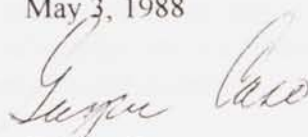
Robert H. McClain, Jr.

9 Walnut Street, Boston, MA 02108

May 3, 1988


Marie J. Parente

Chairperson


Gasper Caso

State Librarian

ANNUAL REPORT OF THE STATE LIBRARIAN

July 1, 1992-June 30, 1993

This fiscal year was marked by some very good budget news for the Library after several years of declining budgets. The fiscal 1993 budget as originally passed had reduced the budget to \$659,602, some \$70,000 below the 1992 budget, and far below the amount recommended by the Legislature. In September, the Legislature restored \$424,000 to the budget, allowing the Library for the first time in several years to begin to hire staff and add items to the collection. The Library was able to resume its normal hours of operation on January 25, 1993. Several part-time people were hired in all departments; their presence allowed the Library to return to some semblance of normality. Equipment was purchased and a large collection of microfiche for the National Reporter series was added to the law materials. This microfiche replaced the volumes in the series, freeing up some much needed stack space in the law collection. Many periodical and newspaper subscriptions which had been cancelled were able to be reinstated, and it became possible once again to purchase books of current and historical interest to add to the collection.

With the additional staff and revenue, the Library was for the first time able to begin planning for the automation of its catalog. A consultant, Karin Begg, was hired to guide the project and to advise the staff Automation Committee. Various arrangements were considered, especially the possibility of a joint project with Northeastern University. However, after much consideration, it was decided to join a consortium called Central/Western Massachusetts Automated Resource Sharing, Inc. Known as CW/MARS, this is a non-profit library consortium made up of over 70 public, academic and special libraries. This Consortium's common shared database includes the holdings of several state college libraries and the catalogs of large public libraries such as Worcester Public Library and Springfield City Library. The State Library is already joined in a cooperative agreement to these public libraries through the State Document Depository program; we will now be able to share easily with them the original document cataloging performed by the State Library staff. In preparation for the automation project, a number of new computers and printers were purchased for use throughout the library. As the fiscal year ended, plans were going forward to make the Library's unique resources available in this easy-to-use and flexible format. As the State Library nears its 170th year of service, we look forward to providing our users with the most advanced way of accessing our materials.

Staff changes this year involved the retirement of Tseng-wen Shen as of July 1, 1992. Ms. Shen had worked as a cataloger in the Technical Services Department and had led that department during a time of great difficulty for the Library; her expertise and patience will be missed by all of her colleagues. In a gesture typical of her generosity, Ms. Shen will be now volunteering her services in the Reference and Special Collections Departments for one day per week. In another staff change, Philip Sydow, who had been a Library volunteer for 22 years, left the Library in June to move to Florida. Known to all as Phil, Mr. Sydow had performed so many tasks for the Library and for others in state government, and had done them so willingly and graciously, that his departure is lamented by all. He will be sorely missed. The composition of the Board of Trustees also changed with the resignation of Patrick

Horne from state service at the end of June, 1992. Mr. Horne had served as the designee of the Senate President and his advice and counsel added greatly to the activities of the Board. On a more positive note, the Library began to interview people for various positions which had long been vacant and was able to hire several part-time people in the various library departments. Margaret Critch and Naomi Allen of the library staff were promoted to Librarian I in Cataloging and Reference respectively upon their completion of the Master's Program in Library Science at the Simmons College School of Library and Information Science. Patricia Hewitt was also promoted to Librarian II, Head Cataloger.

The renovations to the State House continued to affect the Library during the year in both positive and negative ways. Air conditioning was at last installed in the main part of the Library, providing a more comfortable atmosphere for both staff and materials. During this work, the Director and his staff had to leave the administrative office for several months while new heating/cooling units were installed. The staff of both the Reference and Technical Services Departments continued to work in their areas while the units were installed and new duct work was added; indeed, the Library is the only agency in the State House which has not been relocated during this renovation process. Work continued on the roof of the building, causing numerous leaks which damaged collections stored on the 4th and 5th floors. Work by the Disaster Prevention Team was necessary on numerous occasions and their knowledge and willingness prevented loss of much important material. As work began to install reinforcement beams in the Library's fifth floor stacks, it was necessary to box and store a large amount of material normally shelved there; particularly affected is the Library's collection of city and town annual reports, ordinances and by-laws. In another area of the Library, work was done inside the Special Collections Department Vault to replace duct work and electrical equipment as part of the replacement of the heating and cooling system in that area. A large pipe which serves as part of the sprinkler system for the hallways of the building was also installed in the Special Collections Reading Room. Throughout all of these projects, the library staff has continued to provide excellent service to users and has worked hard to minimize disruption to the Library and to protect library collections.

We have begun working to make the Library and its resources accessible to people with various disabilities, as required by the provisions of the Americans with Disabilities Act. Our physical setting makes this difficult without significant structural changes to all parts of the Library, but staff members have been alerted to some simple things which can be done to make intellectual access to materials possible when physical access is denied. We are also looking at ways to make the Library's materials and especially its on-line catalog accessible to those with visual impairments. Such a variety of individuals uses the Library that we must plan carefully how to use our limited financial resources to provide as wide a degree of access as possible.

Work continued during this year on ways to make the Library's collection better fit its current research mission. The material stored at the New England Deposit Library was evaluated for its continued usefulness. Much of it was duplicate items no longer needed by the Library; these materials were sent to a paper recycler and the Library was able to reduce greatly its space and its rental fees at the Deposit Library. The Library was able to purchase various parts of the National Reporter

series in microfiche and to remove the bound volumes for recycling. This gave some much needed shelf space for the expansion of other areas of the collection. Intellectual access to the collection is an important part of the Library's work and a word of special praise is due this year to the staff of the Cataloging Department, who have undertaken various projects which greatly increased access to previously uncataloged materials. Projects involved cataloging of items which had been in a backlog for several years, as well as cataloging a large collection of materials which had been transferred from the library at the Metropolitan Area Planning Council and dealing with serials from various Massachusetts state agencies. All of these projects were completed by a small cataloging staff with great efficiency and dedication, and all users of the Library benefit from access to these materials. As a reflection of the fine work done by the catalogers, Head Cataloger Patricia Hewitt was selected as this year's winner of the Performance Recognition Award for the State Library. This year also marked the tenth anniversary of the establishment of the Manuel Carballo Governor's Award, given each year to ten employees who best epitomize excellence in state service. A special ceremony at this year's dinner honored all previous Carballo winners; the State Library is especially proud to have had two former employees, Ann Marie Matchett and Tseng-wen Shen, among those winners.

As the year ends, the Library looks forward to progress on its on-line catalog and to welcoming various new staff members to its departments. This has been a year in which we have had good news and much progress. Thanks especially are due to members of the Library's Board of Trustees, without whose support this good financial news would not have been possible. Thanks are also due to the Library staff, who struggled during several difficult years to maintain the Library's tradition of service and who now are working to restore some of the losses which the Library has suffered.

Special Collections

The good budget news for the Library was received with great enthusiasm by the Special Collections Department. The Department resumed normal hours of operation in January, and Claire Goodwin joined the staff in February, 1993, working 20 hours per week. Ms. Goodwin, a recent graduate of the Simmons College Graduate School of Library and Information Science, brings experience in archival work as well as extensive experience in newspaper advertising and marketing. She will be working particularly with the manuscript collections held by the department. With the increased library budget, several equipment purchases were also made, including two sets of large map cabinets and a bulk order of conservation supplies.

The Special Collections Librarian became part of the staff Automation Committee as work began on planning for the Library's on-line catalog. Because the Department is located physically so far from the card catalogs, the promise of increased access to library holdings is of special importance to us. Numerous meetings of the Committee and the consultant, Karin Begg, have been held during the spring of 1993, and decisions have been reached to join a consortium of libraries to achieve our on-line catalog. In preparation for the automation project, a new computer terminal and printer were installed in the Special Collections Reading Room.

The renovations to the State House had an impact on the Department this year. The air handling system in the Vault mechanical room was replaced with new equipment, and in May work was done inside the Vault itself. This involved replacing existing duct work, installing an electrical cable from outside the Vault, and replacing the controls for the climate control system. To shield materials within the Vault during this process, plastic dust barriers were erected and a staff member was in the area at all times while the work was being done. When the barriers were removed, everything seemed to have survived well. As the fiscal year ends, the system is still not operational, leaving our collection without the environmental protection it needs. Also during the year, a large pipe was run through the stack area and the Reading Room; this pipe is part of the sprinkler system being installed in all of the public hallways. As part of the Disaster Prevention Team, the Special Collections Librarian was also involved in the work resulting from all of the problems with water leaks which occurred in the main stacks throughout the year.

As part of the ongoing effort to make the Library's collection appropriate to its mission, duplicate materials stored offsite at the New England Deposit Library were evaluated this year. The Library was able to have approximately 630 cubic feet of this duplicate material removed by a paper recycler, saving both space and rental fees at the Deposit Library. In one of the more unusual de-selection projects at the Library, additional duplicate materials were selected by an artist mounting an exhibit at the List Visual Arts Center at MIT; these books were incorporated into a 90 foot long wall of books stacked floor to ceiling and interspersed with cloth torsos.

As the current legislative term ended, departing members of the General Court were asked to deposit their papers with the Special Collections Department. Papers were received from both Representative Peter Vellucci and Senator Bill Owens. Also received during the year were additional papers and books from Robert H. McClain,

Jr. Mr. McClain, a Library trustee, had earlier deposited other materials which document his long career in state government service. Materials from the Special Commission on Vehicle Inspection and Maintenance were deposited with the Library by the Commission. Also received was a collection of papers and photographs documenting the career of Amelia Fowler and her daughter Katherine Fowler Richey. These women, skilled needleworkers and early entrepreneurs, were selected early in this century to work on the Commonwealth's collection of Civil War battle flags. Their papers add another dimension to the Department's materials documenting the history of the State House. The Library also began receiving videotapes of selected legislative hearings; these tapes will be individually cataloged to allow maximum subject access to them. The Department was also able to purchase a set of Sanborn Fire Insurance maps on microfilm; produced by University Publications of America, this set augments existing coverage and brings the collection into the 1990's. The Library also received from the Library at Old Sturbridge Village copies of the microfiche of selected legislative documents relating to Indians in the Commonwealth; the fiche had been made using documents supplied by the Library. The Special Collections Librarian and the Head of Reference Services continued to meet regularly to evaluate gift materials received by the Library and to select only those which meet the collecting goals set forth in the book selection policy. This year work was done with the Serials Librarian as part of the recordkeeping needed as a result of the transfer of various parts of the bound periodical collection to other Boston Library Consortium members.

The Department was fortunate to have Robert Martin, an intern from Suffolk University during the summer months. Robert was able to inventory and prepare a preliminary list of the papers received from Senator John Olver. This is a very large collection, and this preliminary inventory will guide the person who prepares the finding aid to the collection. We are also grateful to Winnie Shen for her volunteer work in the Special Collections Department; Ms. Shen is spending a day a week in the Library and has concentrated on cataloging newly acquired materials, particularly the videotapes of the legislative hearings which we have received.

The Special Collections Librarian serves as the Library's liaison to the Statewide Advisory Committee on Preservation and Access. Under the auspices of this group, the Library co-sponsored a program in September with the Board of Library Commissioners and the State Archives to introduce members of the legislature to some of the issues of library preservation. The Special Collections librarian was also invited to join the Committee for a New England Bibliography; the Committee, after publishing eight volumes of a bibliography of New England history, is now considering the possibility of a bibliography of New England maps. We were also asked to contribute a description of library collections to be included in a book published by staff of the State Archives and entitled, The Built Environment: A Guide to State Government Records of Massachusetts. We were also able to contribute records of our manuscript holdings to RLIN through the office of State Archives, which is an RLIN contributor.

The Special Collections Librarian has during this year assumed various administrative duties for the library as a whole. These include serving as the coordinator of the library's efforts to comply with the requirements of the Americans with Disabilities Act, the coordinator of the Pride in Performance Program and the

training officer for courses offered by the Bureau of Human Resource Development. Various statistical reports are also prepared by the Librarian, including the Annual Asset Management Report and collection and salary statistics gathered by the Boston Library Consortium for reporting to the Association for Research Libraries.

As the year ends, we are pleased to see that use of materials in the department has reached the highest level since we began keeping these statistics in 1981. Certainly the resumption of normal hours of operation accounts for some of the increase, but also the hard work done by staff members in the department over the last few years to expand the collections and to organize them in a coherent way is having an effect. We hope for adequate financial support for the library which will allow this department to continue in its work.

Technical Services

This year saw a great deal of progress being made in the department due in large part to the extra money given to the Library in this year's budget appropriation. The department was able to hire several people on a part-time basis and will be hiring two library technicians for full-time positions in the near future. In other staff changes, Patricia Hewitt was promoted to Head Cataloger and Margaret Critch was promoted to Serials Cataloger in January 1993.

With the increased money in the budget, planning began in March 1993 to automate the Library's catalog. An automation committee was formed consisting of various members of the Library staff, and a consultant, Karin Begg, was hired to advise on the project. There were many decisions involved in choosing an online system, including cost, set-up, location, ease of use, publicity and training. Staff in the Serials Department also began exploring ways to integrate the local serials system into the future on-line catalog. Because the Library was under a time constraint to choose a system before June 30, many of these decisions had to be made very quickly. At first the option of joining in a consortial agreement with Northeastern University was explored but after several meetings it became obvious that this was not a good solution for either party. Since Northeastern had been a CARL system site, the committee next looked for another such site with which the State Library could join. As the fiscal year ends, the Library has contracted to join the Central/Western Massachusetts Automated Resource Sharing network, a CARL site based in Paxton, Massachusetts. An archival tape of the Library's holdings which have been cataloged in OCLC, approximately 50,000 records, was ordered in March; this tape will form the beginning of the Library's on-line catalog.

Renovations to the Library had a significant impact on the Technical Services workroom during the year. New heating and cooling units were installed during October and November, necessitating moving much material in the workroom and being surrounded by dirt and noise for the two months it took to install the new units. However, for the first time the staff work areas will now be airconditioned in the summer months.

The Serials Department was able to hire several people to work on a part-time basis during the year. Among these staff members were Wendy Mailot, Elizabeth Lee, Judy Carlstrom and Peter Harrington. With the help of these staff members it was possible to attend to some of the tasks which had been unable to be done for the last several years. Additional money in the budget made it no longer necessary to cancel periodicals and newspapers, but the delay in the budget process had caused disruptions in subscriptions, which made extra work for staff in claiming missing issues and in recordkeeping. A project was undertaken to withdraw all serial records for cancelled and ceased titles in the Library's collection. The Library was also able once more to send materials to a commercial bindery and time was spent identifying areas of the collection in which binding was needed and preparing the materials to be sent. Microfilm orders for periodicals were received and paper copies of the titles withdrawn. A project was also undertaken to splice microfilm together for multiple years of periodical titles in order to save space in the microfilm storage cabinets. It

was possible with the added money in the budget to purchase some additional microfilm storage cabinets, helping to ease somewhat the storage problem.

The Cataloging Department was also able to hire several people on a part-time basis, including Ellen Foley, Randy Mason and Rebecca Kantor. It is planned that both a Librarian I and a Library Technician will be hired for the next fiscal year. Attention in the Department turned to the cataloging and revision of records of various backlogs in the collection. New trade books also began to be ordered; these books are being cataloged immediately as they are received. A project was also undertaken to catalog serials from various Massachusetts state agencies which are no longer being published. Another project involved the re-cataloging of a large set of city and town monographs published for each community in Massachusetts. These items are frequently consulted but their access had been very difficult prior to this re-cataloging effort. A large collection of materials which had been transferred to the State Library from the library of the Metropolitan Area Planning Council was also cataloged and made available for use. A final project involved deleting holdings from OCLC for items which had been cataloged for other state agencies by catalogers at the State Library. This project took on added urgency as it became necessary to have as accurate a database as possible to load into the forthcoming on-line catalog.

Members of the Cataloging Department were very involved in the planning for the on-line catalog and took the lead in several aspects of preparation for this project. An archival tape of the Library's OCLC records was ordered and received and an archival tape of recent federal documents in the collection has also been ordered. Weekly cataloging output is now being downloaded onto floppy disks at the time of production; these records will be uploaded into the new on-line catalog shortly. A survey of the non-OCLC records in the new catalog was done by the Library staff under the direction of the catalogers; results of this survey will be used to plan future retrospective conversion projects to make all records currently in the new catalog accessible in machine-readable form.

The fiscal year ends on a note of optimism for the Department as new staff members are anticipated, and many projects have been completed which for the first time give user access to various parts of the collection. Of primary importance of course is that after many years of planning and anticipation, the on-line catalog project is going forward and all staff members eagerly await its completion.

Statistical Report

Use Statistics

| | |
|---|--------|
| Number of information/reference requests, all departments | 34,187 |
| Number of materials used | 16,850 |
| Number of materials circulated | 2,164 |

Interlibrary loan

| | |
|---|-------|
| Materials loaned by State Library | 331 |
| Photocopied pages supplied by State Library | 4,622 |
| Materials borrowed by State Library | 206 |

Technical Services/Cataloging

| | |
|--|-------|
| Number of items cataloged | 1,617 |
| Number of serial titles purchased | 1,165 |
| Number of serial titles received but not purchased | 680 |
| Total number of serial titles received | 1,845 |

Library Collections

| | |
|--------------------------------------|--------|
| Volumes added during year | 12,500 |
| Volumes withdrawn during year | 9,000 |
| Total of increase to collection | 3,500 |
| Number of monographs purchased | 499 |
| Number of federal documents received | 9,689 |
| Number of state documents received | 1,516 |

Conservation of Library Materials

| | |
|--|-----|
| Number of items receiving in-house treatment | 564 |
|--|-----|

| | |
|---|-----------|
| Total number of materials in Library as of June 30, 1993 (All formats) | 1,264,034 |
|---|-----------|

